



**U.S. PROBATION OFFICE
DISTRICT OF SOUTH CAROLINA**

VACANCY ANNOUNCEMENT

October 10, 2019

2019 – DSC - 20

The United States Probation Office for the District of South Carolina is accepting applications for the position of **United States Probation Officer Assistant**. The U.S. Probation Office for the District of South Carolina includes field offices located in Port Royal, Charleston, Florence, Spartanburg, Greenville and Columbia. The Chief's Office (Headquarters) is also located in Columbia. More than one position may be filled from this announcement in multiple divisions.

POSITION TITLE:	United States Probation Officer Assistant (Law Enforcement Officer Position)
LOCATION:	Possibly all divisions: Columbia, Charleston, Florence, Greenville
SALARY RANGE:	Court Personnel System (CPS CL 23) CL 23* (\$39,249 - \$47,661) <i>*RUS (LEO) Steps 1 – 25 (Starting salary is based on qualifications/experience.)</i> <i>Promotion potential without further competition.</i>
OPENING DATE:	October 11, 2019
CLOSING DATE:	November 11, 2019 – <i>Applications received after this date will not be accepted.</i>

Position Overview: The U.S. Probation Officer Assistant, under the guidance and direction of an officer or supervisor, assists officers in the areas of pretrial, sentencing, and supervision. The Probation Officer Assistant position is a law enforcement officer position and due to the hazardous duty requirement of the Federal Government, applicants **must not have reached their 37th birthday before the date of hire** unless they have prior federal hazardous duty experience sufficient to complete 20 years by age 57.

Representative Duties:

- Under the guidance and direction of a supervising probation officer and/or probation officer, assists in the supervision of persons on probation/parole, bail/bond release, or pretrial diversion and in providing necessary information to the court regarding violations of supervision.
- Under the guidance and direction of a supervising probation officer and/or probation officer, conducts selected investigations as needed for pre-release/furlough, pre-sentencing, and bail reports, draft and submit selected reports, which may be placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records. Observes and reports to supervisors on the lifestyle, personal problems, and needs of offenders/defendants.

- Under the guidance and direction of a supervising probation officer and/or probation officer, assists in the performance of investigations including: learning how to compile criminal histories/profiles, learning how to run record checks through local and national databases and files, become familiar with how to conduct inquiries with collateral agencies, and similar activities. Visits or contacts various local, state and national law enforcement and regulatory agencies to collect and record information. Learns how to provide officers with verifiable and supportable documentation to assist in completion of pretrial and probation reports.
- Learns how to conduct urinalysis tests of offenders/defendants following established procedures and protocols and maintain appropriate records thereof.
- Participates in ongoing training and development in order to remain abreast of advanced techniques.
- Performs all other duties assigned by the supervising probation officer/probation officer.

Preferred Skills and Requirements:

Applicant must be a U.S. Citizen or eligible to work in the United States. To qualify at the CL-23, applicant must have a Bachelor's Degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations involved in the position. Candidates must also have one (1) year of specialized experience.

Specialized Experience is described as: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in probation and pretrial services offices.

Computer and typing skills are required, as the position is self-sufficient and the successful applicant is expected to perform all aspects of the position without clerical assistance; excellent verbal and written communication skills are a must. Excellent proofreading skills are required.

In addition to the required specialized experience, fluency in Spanish is desired.

Organizational Relationships:

U.S. Probation Officers and Officer Assistants report to the Supervising U.S. Probation Officer responsible for the assigned unit, Assistant Deputy Chief U.S. Probation Officer, Deputy Chief U.S. Probation Officer and Chief U.S. Probation Officer.

Important Information for Applicants:

Due to the sensitive nature of this position, final applicants will be subject to a pre-employment drug screening and will undergo a preliminary background investigation consisting of interviews with previous employers and school officials, a Federal Bureau of Investigation national name and fingerprint check, a

credit check, and a criminal history check to assess the suitability of the applicant for the position. The incumbent will be hired provisionally, will be in probationary status for a minimum of one (1) year, and will undergo a full-field investigation conducted by the Office of Personnel Management prior to a permanent offer of employment. Incumbents are also subject to random drug screenings and updated background investigations (every 5 years).

Final applicants are required to pass a physical examination at the government's expense prior to any employment offer.

The U.S. Court System is an Equal Employment Opportunity organization; all employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit (direct deposit).

Relocation expenses will not be provided.

Applicants are advised that omissions of information or false answers on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Only applicants who are invited for testing/interviewing will be contacted.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool.

How to Apply: If e-mailing, please email in PDF format and reference the Vacancy Announcement: 2019 – DSC – 20.

- Please submit an Application for Judicial Employment AO 78 (located on the website: www.scp.uscourts.gov - click on Employment) be sure to sign and date the application.
- Letter of Interest: Describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities and skills of this position. Also indicate which divisional office for which you are applying.
- Resume with references (including phone numbers)
- College Transcripts (Copies will be accepted until applicant has had time to acquire originals.)
- Signed Release Form (located on the website: www.scp.uscourts.gov – click on Employment.)
- Equifax Release Form (located on the website: www.scp.uscourts.gov – click on Employment.)
- Last two (2) or most recent performance evaluations.

Due to the number of applications received, materials will not be returned to applicants.

Submit via E-mail or Fax:
scp_hr@scp.uscourts.gov

Fax: (803) 765-5110

If further information is needed, please call (803) 253-3849.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE FOR CERTAIN POSITIONS IN THE U.S. PROBATION AND PRETRIAL SERVICES SYSTEM

The duties of Probation Officers, Pretrial Services Officers, and Probation Officer Assistants require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable of efficiently performing these duties. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal-sized print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a satisfactory prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.